



### Notice of Intent to Award

Solicitation Number	223249	Award Date	5/12/2022   2:58 PM CDT
Solicitation Title	Metro Makes a Difference Campaign Administrator		
Buyer Name	Christina Alexander	Buyer Email	christina.alexander@nashville.gov
BAO Rep	Christopher Wood	BAO Email	christopher.wood@nashville.gov

### Awarded Supplier(s)

In reference to the above solicitation and contingent upon successful contract negotiation, it is the intent of the Metropolitan Government of Nashville and Davidson County to award to the following supplier(s):

Company Name	United Way of Middle Tennessee dba United Way of Greater Nashville	Company Contact	Alex Norsworthy
Street Address	250 VentureCircle		
City	Nashville	State	TN
		Zipcode	37228

Company Name		Company Contact	
Street Address			
City		State	
		Zipcode	

Company Name		Company Contact	
Street Address			
City		State	
		Zipcode	

### Certificate of Insurance

The awarded supplier(s) must submit a certificate of insurance (COI) indicating all applicable coverage required by the referenced solicitation. The COI should be emailed to the referenced buyer no more than 15 days after the referenced award date.

### Equal Business Opportunity Program

Where applicable, the awarded supplier(s) must submit a signed copy of the letter of intent to perform for any and all minority-owned (MBE) or woman-owned (WBE) subcontractors included in the solicitation response. The letter(s) should be emailed to the referenced business assistance office (BAO) rep no more than two business days after the referenced award date.

Yes, the EBO Program is applicable.

No, the EBO Program is not applicable.

### Monthly Reporting

Where applicable, the awarded supplier(s) will be required monthly to submit evidence of participation and payment to all small (SBE), minority-owned (MBE), women-owned (WBE), LGBT-owned (LGBTBE), and service disabled veteran owned (SDV) subcontractors. Sufficient evidence may include, but is not necessarily limited to copies of subcontracts, purchase orders, applications for payment, invoices, and cancelled checks.

Questions related to contract compliance may be directed to the referenced BAO rep.

Yes, monthly reporting is applicable.

No, monthly reporting is not applicable.

### Public Information and Records Retention

Solicitation and award documentation are available upon request. Please email the referenced buyer to arrange.

A copy of this notice will be placed in the solicitation file and sent to all offerors.

### Right to Protest

Per MCL 4.36.010 – any actual or prospective bidder, offeror, or contractor who is aggrieved in connection with the solicitation or award of a contract may protest to the purchasing agent. The protest shall be submitted in writing within ten (10) days after such aggrieved person knows or should have known of the facts giving rise thereto.

\_\_\_\_ Supervisor (Initial)

*Michelle A. Hernandez Lane*

Michelle A. Hernandez Lane  
Purchasing Agent & Chief Procurement Officer

<b>RFQ 223249 Metro Makes a Difference Campaign Administrator Evaluation Committee Score Sheet</b>	
<b>Offeror</b>	United Way of Middle TN dba United Way of Greater Nashville
<b>Contract Acceptance</b>	Yes
<b>Cost (20)</b>	20.00
<b>Firm Qualifications and Experience (40)</b>	35.00
<b>Business Plan and Approach (40)</b>	40.00
<b>Total Evaluation Scores</b>	<b>95.00</b>

**No BAO Programming Applicable to this Solicitation**

### **Evaluation Comments**

<b>United Way of Middle TN dba United Way of Greater Nashville</b>
<b>Strengths</b>
Proposal demonstrated firm's proposed pledge platform developer's years of experience and longevity with the firm. Reference projects provided were of similar size, scope, and complexity to scope of work for this RFQ. Proposal demonstrated firm's proposed finance team involvement. Firm provided a detailed marketing plan. Proposal demonstrated firm's supporting roles to facilitate and support campaign. Firm proposed 4% profit of donations collected. Firm's proposal demonstrated and provided all other required information with the exception of the weaknesses noted below.
<b>Weaknesses</b>
Proposal lacked qualifications details for two proposed key team members.

Enter Solicitation Title & Number Below			
Metro Makes a Difference Campaign Administrator; RFQ 223249		Lowest Bid	
		\$7,500.00	20
Offeror's Name	Bids	RFP Cost Points	
United Way of Middle TN dba United Way of Greater Nashville	\$7,500.00		20.00
No BAO Programming Applicable to this Solicitation			

**Certificate Of Completion**

Envelope Id: 93F4BE1FA26D44AC84D3FE3EE3A2965A	Status: Completed
Subject: Intent to Award - RFQ #223249 Metro Makes a Difference Campaign Administrator	
Source Envelope:	
Document Pages: 3	Signatures: 1
Certificate Pages: 2	Initials: 0
AutoNav: Enabled	Envelope Originator:
Envelope Stamping: Enabled	Procurement Resource Group
Time Zone: (UTC-06:00) Central Time (US & Canada)	730 2nd Ave. South 1st Floor
	Nashville, TN 37219
	prg@nashville.gov
	IP Address: 170.190.198.185

**Record Tracking**

Status: Original	Holder: Procurement Resource Group	Location: DocuSign
5/3/2022 4:35:47 PM	prg@nashville.gov	
Security Appliance Status: Connected	Pool: StateLocal	
Storage Appliance Status: Connected	Pool: Metropolitan Government of Nashville and Davidson County	Location: DocuSign

**Signer Events**

Michelle A. Hernandez Lane  
 michelle.lane@nashville.gov  
 Chief Procurement Officer/Purchasing Agent  
 Metro  
 Security Level: Email, Account Authentication (None)

**Signature**

*Michelle A. Hernandez Lane*

Signature Adoption: Pre-selected Style  
 Signed by link sent to michelle.lane@nashville.gov  
 Using IP Address: 170.190.198.185

**Timestamp**

Sent: 5/3/2022 4:38:52 PM  
 Viewed: 5/12/2022 2:58:20 PM  
 Signed: 5/12/2022 2:58:26 PM

**Electronic Record and Signature Disclosure:**  
 Not Offered via DocuSign

**In Person Signer Events**

**Signature**

**Timestamp**

**Editor Delivery Events**

**Status**

**Timestamp**

**Agent Delivery Events**

**Status**

**Timestamp**

**Intermediary Delivery Events**

**Status**

**Timestamp**

**Certified Delivery Events**

**Status**

**Timestamp**

**Carbon Copy Events**

**Status**

**Timestamp**

Christina Alexander  
 christina.alexander@nashville.gov  
 Security Level: Email, Account Authentication (None)

**COPIED**

Sent: 5/12/2022 2:58:27 PM  
 Viewed: 5/12/2022 3:06:52 PM

**Electronic Record and Signature Disclosure:**  
 Not Offered via DocuSign

**Witness Events**

**Signature**

**Timestamp**

**Notary Events**

**Signature**

**Timestamp**

**Envelope Summary Events**

**Status**

**Timestamps**

Envelope Sent	Hashed/Encrypted	5/3/2022 4:38:52 PM
Certified Delivered	Security Checked	5/12/2022 2:58:20 PM
Signing Complete	Security Checked	5/12/2022 2:58:26 PM

<b>Envelope Summary Events</b>	<b>Status</b>	<b>Timestamps</b>
Completed	Security Checked	5/12/2022 2:58:27 PM
<b>Payment Events</b>	<b>Status</b>	<b>Timestamps</b>